

Shelter-in-Place (provides maximized

refuge for students, staff and public within a school building during an emergency.)

*When alarm is sounded, go inside the

building into classroom or other safe area.

* Take class roster to safe area and account for all students.

* Close all doors and windows.

* Turn off ventilation system.

* Seal cracks on all outside doors with duct tape or wet paper.

* Turn on television or radio for more information.

* Wait for all clear before going outside.

* Open shelter and turn ventilation system back on to remove any contaminated air that may be in the shelter.

Inclement Weather

* Take cover under tables or desks. Hold onto table/desk leg or position desk as a shield.

* Keep as much of the body shielded as possible.

* Bury face in arms; close eyes; cover ears.

* If outside, lie on stomach with face away from the event. Cover head, face, and as much skin surface as possible. Close eyes; cover ears.

* Do not remove handicapped special needs individuals from wheelchairs. Those who are standing need to sit.

School Safety is Everyone's Responsibility.

Staff, students, parents and the entire community need to report any safety concerns to a school administrator.

Additional safety information can be found at
www.cpsb.org

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EMERGENCY PROCEDURES FOR CALCASIEU PARISH SUBSTITUTE TEACHERS



Know What to Do if There is an Emergency at School

School Emergency Information for Substitute Teachers

As a substitute teacher, it is

imperative that you understand the procedures to follow if a crisis occurs at school. Warning codes will be given in "plain language" so that everyone can understand. However, please ask the principal for any special codes that might be used for special situations.

General Staff Responsibilities

during a Crisis:

- * Verify information.**
- * Lock classroom doors unless evacuation orders are used.**
- * Warn students, if so advised.**
- * Account for all students.**
- * Stay with students during an evacuation; take class roster to evacuation site.**
- * Refer any media to district spokesman.**
- * Keep detailed notes of crisis event.**

Evacuation:

- * Direct students to follow normal fire drill procedures unless principal alters route.
- * Take class roster to location site.
- * Close classroom doors and turn out lights.
- * When outside the building, account for all students. Inform principal immediately if any student(s) is/are missing.
- * If evacuated to a relocation site, stay with the class. Take roll again when you arrive at the relocation center.
- * A student can be released only to an adult that is documented as an emergency contact and can show proper identification.

Reverse Evacuations (used in cases of severe

weather, outside intruder, dangerous animals or hazardous materials, or re-entry after another type of drill.

- * Move indoors in a rapid, orderly fashion.
- * Assist handicapped students.
- * Close doors behind you.
- * Report to pre-designated areas.
- * Close windows once inside.
- * Wait for further instructions from the principal.
- * Listen for an "All Clear".

Lockdown (used in situations involving

dangerous intruders or other incidents that may result in harm to persons inside the building.)

- * Direct all students, staff, and visitors into classroom.
- * Lock classroom doors.
- * Cover classroom windows.
- * Move all persons away from windows and doors.
- * If possible, get students under desks in the tornado position so faces are not shown.
- * **REMAIN QUIET.**
- * Allow **NO ONE** outside of classrooms until All-Clear signal is given by the principal or until law enforcement, fire official, or Emergency Preparedness official evacuates your room.
- * Teachers are to take class roll book to holding area in the room.

